



U.S. Department of the Interior
Human Resources Office
Denali National Park and Preserve
PO Box 126
Denali Park, Alaska 99755

NATIONAL PARK SERVICE

VACANCY ANNOUNCEMENT DENA LH08-05

TEMPORARY EMPLOYMENT OPPORTUNITIES
NOT TO EXCEED 1039 HOURS

The National Park Service is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, color, religion, age, sex, marital status, political affiliation, national origin, sexual orientation, non-disqualifying handicap conditions, membership or non-membership in an employee organization, or any other non-merit factors.

OPENING DATE: December 21, 2007
Initial Cutoff Date: January 11, 2008
FINAL CLOSING DATE: August 31, 2008

Note: Applications postmarked by January 11, 2008 will be given first consideration. Applications postmarked after January 11, 2008 will be considered only if additional vacancies occur and/or the applicant pool from the initial cutoff is insufficient.

THIS JOB IS AVAILABLE THROUGH the ALASKA LOCAL HIRE PROGRAM

(See "Who Can Apply" and the attached bulletin for information on eligibility requirements)

TITLE, SERIES, AND GRADE

DUTY LOCATION

VISITOR USE ASSISTANT

Denali National Park & Preserve

GS-0303-04/05 (Visitor Center)

GS 04: \$10.97 per hour plus 25% COLA (Cost of Living Allowance)

GS 05: \$12.28 per hour plus 25% COLA (Cost of Living Allowance)

**PLEASE SPECIFY ON YOUR APPLICATION IF YOU ARE APPLYING FOR THE GS-4 OR GS-5
OR FOR BOTH POSITIONS**

WHO CAN APPLY:

Under the Alaska Local Hire Program (Public Law 96-487), any person who has either lived or worked in or near Denali National Park and Preserve may apply for consideration. These individuals, by virtue of having lived or worked in the area, have special knowledge and expertise concerning the natural and/or cultural resources of the park and its management. The attached bulletin provides more information on "Local Hire" eligibility requirements.

STATEMENT OF DUTIES:

FOR GS-5

Visitor Services:

Answers questions and provides resource information and orientation to the public in a visitor center. Is responsible for the inventory and distribution of various park publications. Answers telephone queries, may also be responsible for answering written and e-mail queries. Maintains bulletin boards, audio-visual equipment and visitor center displays. Completes a variety of support functions such as statistical recording, equipment inventories, and other special projects assigned by supervisor. When needed, provides first aid to visitors, employees and others.

Fee Collection:

Collects and accounts for fees, issues passes, submits money deposits and maintains records. May assist remittance officer in donation box collection, pass inventories and money counting.

Interpretation:

May conduct a variety of interpretive activities including but not limited to campground programs, dog demonstrations and guided walks and hikes. May work with and in front of large and varied audiences in a formal or informal setting.

Resource Management:

Advises visitors of park regulations and explains importance of such in order to encourage visitor support for protection of the resources and/or the safety of others. May provide information and informal interpretation on natural and cultural resources. May conduct on-foot roving patrols to provide information and informal interpretation and to help protect natural and cultural resources. Effectively manages human/wildlife interactions providing safety and education to visitors.

FOR GS-4

Visitor Services:

Answers questions and provides resource information and orientation to the public in a visitor center or contact station. Answers telephone queries, also responsible for answering written and e-mail queries. Assembles and mails out information packets upon request. Applicant is responsible for the inventory and distribution of various park publications. Completes a variety of support functions such as statistical recording, equipment inventories, and other special projects assigned by supervisor. When needed, provides first aid to visitors, employees and others.

Fee Collection:

Collects and accounts for fees, issues passes, submits money deposits and maintains records.

Interpretation:

May conduct a limited number of interpretive activities that might include a campground program, dog demonstration, guided walk or hike. May work with and in front of large and varied audiences in a formal or informal setting.

Resource Management:

Advises visitors of park regulations and explains importance of such in order to encourage visitor support for protection of the resources and/or the safety of others. May provide information and informal interpretation

on natural and cultural resources. May conduct on-foot roving patrols to provide information and informal interpretation and to help protect natural and cultural resources. Effectively manages human/wildlife interactions providing safety and education to visitors

BASIS FOR QUALIFICATION: Time in grade and all other qualification requirements must be met by the closing date of the announcement.

For GS-05: One year of specialized experience equivalent to a GS-04 in the Federal Service that provides the applicant with the knowledge, skills, and abilities needed to perform the duties of the position OR four years of education above the high school level leading to bachelor's degree from a college or university OR an equivalent combination of education and experience.

For GS-04: One year of general experience that provides the applicant with the knowledge, skills, and abilities needed to perform the duties of the position OR two years of education above the high school level OR an equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT:

- **The incumbent will be required to undergo a background investigation.**
- **Must possess a valid driver's license.**
- Seasonal positions may work a variety of schedules, which may include evening and/or weekend work.
- These positions are temporary. Anyone selected under the local hire authority is only eligible for employment at the park specified and may not transfer or be assigned to another park.
- Persons selected for this vacancy will be required to have their salary checks direct deposited into a financial institution. Salary checks will not be mailed or available at the park.
- This is a uniformed position. Anyone selected will be required to wear the National Park Service uniform.

HOW TO APPLY: All applications must contain the following:

1. Complete up-to-date application with original signature or resume outlining experience and education. You may obtain the Optional Application for Federal Employment, OF-612, from the Internet:
www.opm.gov/forms/html/of.htm

If using OF-612 be sure to attach a separate piece of paper to document the complete work history.

2. Declaration for Federal Employment, OF-306. To obtain a copy from the Internet use the above website.
3. Unofficial Copy of College Transcripts. *(This is required only if you have attended or completed college courses and are using education in lieu of experience to qualify.)*
4. Narrative Statement Regarding Knowledge, Skills, and Abilities. *(to verify possession of the required knowledge, skills and abilities.)*
5. Supplemental Questionnaire *(to verify eligibility for local hire appointment)*
6. Proof of Military Service and/or Service-Connected Disability. All applicants claiming Veteran's Preference **MUST** submit a copy of their DD-214 "Military Discharge". In addition, those claiming a 10-point veterans preference **MUST** submit an SF-15, "Claim for 10 Points Veteran's Preference", and include appropriate proof (such as a copy of a current Veterans Administration certification to document a service-connected disability, or evidence that a Purple Heart was awarded for combat injuries).
7. Applicant Background Survey, DI -1935 *(optional, used for statistical purposes only)*

WHERE TO APPLY: Mail or hand deliver application package to:

**National Park Service
ATTN: Human Resource Office**

PO Box 126
Denali National Park, Alaska 99755

Important:

- It is the **applicant's responsibility** to provide documentation or proof of claimed qualifications, status, education, veteran's preference, and verification of eligibility.
- Applicants will NOT be solicited for further data if that provided is found to be inadequate or incomplete.
- Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration
- All applications **must be postmarked by the closing date of the announcement.**
- No changes in or amendments to the application (other than address or phone number) will be accepted after the closing date of this announcement.

Faxed or Emailed applications WILL NOT be accepted.

Questions, please contact Laura Lasell at 683-9502

REFERRAL OF QUALIFIED CANDIDATES: Eligible and qualified applicants will be referred to the selecting official in priority order, based on appropriate veteran's preference. No veteran's preference will be given to undocumented claims for preference consideration.

PRIVACY ACT INFORMATION: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5 U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your Social Security Number.

Qualification Questions

Candidates MUST submit a narrative statement on separate page(s) with specific required information indicating your experience, education, training, credentials, achievements, and awards related to the following qualification questions. Failure to submit your narrative response to these qualification questions for this job WILL negatively affect your eligibility for this position.

WE ARE UNABLE TO CONSIDER YOUR APPLICATION WITHOUT THIS INFORMATION.

1. Skill in answering questions and providing information (general and resource based) to a diverse visitor population at a busy contact station or visitor center desk. Describe your experience providing professional customer service and orientation, explaining issues and policies and doing informal interpretation whether in a visitor center or roving capacity.
2. Ability to operate a cash register and accountably handle cash and checks, issue park passes, make deposits and accomplish daily work tasks in an office and fee collection setting.
3. Ability to provide effective oral and written communication with the general public in presentations and face to face.
4. Skill and experience in presenting information regarding natural resources and processes including but not limited to geology, botany, wildlife, cultural and natural history.

SUPPLEMENTAL QUESTIONNAIRE

Announcement No. DENA LH08-05

Initial cut off date: January 11, 2008

Final closing Date: August 31, 2008

Name: _____

Position: Visitor Use Assistant GS-0303-04/05

The following questions are mandatory and your answers must provide sufficient details so that a determination can be made as to your eligibility for hire under the Alaska Local Hire Law. **SEE ATTACHED BULLETIN FOR SPECIFIC EVALUATION CRITERIA FOR EACH QUESTION.**

1. Do you now, or have you ever, lived or worked in or near Denali National Park & Preserve? If so, where, and for how long?

2. Describe the special knowledge or expertise of the natural or cultural resources of Denali National Park & Preserve that you possess as a result of having lived or worked in or near the Park. Consider the following:

- Document your knowledge of the area and location of park facilities and sources of services, materials and supplies in the local communities.
- Explain, in specific details, any special knowledge or expertise that you may have gained about Denali National Park and Preserve. Consider what you know about the Park's management, natural and cultural resources by living and working in or near it.

3. Describe how you came to obtain the special knowledge or expertise that you described above.

Signature

Date

U.S. DEPARTMENT OF THE INTERIOR APPLICANT BACKGROUND SURVEY DI-1935

General Instructions: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are VOLUNTARY. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in the blank.

Vacancy Announcement Number: DENA LH-08-05

Position: Visitor Use Assistant GS-04/05

Today's date (month, day, year): - -

1. Name (Last, First, MI): _____
2. Year of Birth: _____
3. Social Security Number: - -
4. How did you learn about the position or exam for which you are applying?

- | | |
|--------------------------------|--|
| 01 Private information service | 09 Agency personnel office (bulletin |
| 02 Magazine | board or vacancy system) |
| 03 Newspaper | 10 Federal Government recruitment at |
| 04 Radio | school or college |
| 05 TV | 11 Federal/State/local job information |
| 06 Poster | 12 Religious organization |
| 07 Private employment office | 13 School/college counselor or official |
| 08 State employment office | 14 Friend/relative working in agency |
| | 15 Friend/relative not working in agency |
| 16 Other (Specify) _____ | |

5. Please categorize yourself in terms of race and sex using the definitions below. In the space after number 7, place the RACE/ETHNIC Code which indicates the group with which you identify yourself. Check the appropriate space in number 8 to show your sex.

DEFINITIONS

- | | |
|---------------------------------------|-----------------------------------|
| A - American Indian or Alaskan Native | D - Hispanic |
| B - Asian or Pacific Islander | E - White, not of Hispanic origin |
| C - Black, not of Hispanic origin | |

6. Do you have any disabilities? Yes No

7. RACE/ETHNIC Code:

8. SEX:

PRIVACY ACT INFORMATION: This information is provided pursuant to Public Law 935-579 (Privacy Act, 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY: Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES: The information from this survey is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

EFFECTS OF NONDISCLOSURE: Providing this information is voluntary. No individual personnel selections are made based on this information.

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

UNDER PUBLIC LAW 93-579, SECTION 7(b): Solicitation of Social Security Number by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943, and is used to relate this form with other records that you file with Federal agencies.

(BUREAU USE ONLY) _____

Date received (Mo, Day, Yr): - - PATCOB CODE: BUREAU CODE:

LOCAL HIRE ELIGIBILITY REQUIREMENTS BULLETIN

PLEASE READ THE FOLLOWING INFORMATION CLOSELY

The National Park Service in Alaska announces many of its job openings through a “local hire” appointing authority that was established under the Alaska National Interest Lands Conservation Act of 1980 (ANILCA) (Public Law 96-487). Under the local hire program, only persons who have either lived or worked in or near particular public lands may apply for consideration. These individuals, by virtue of having lived or worked in the area, have special knowledge and expertise concerning the natural and/or cultural resources of the public land and its management.

The following specific criteria must be met to be considered “eligible” under local hire announcements for positions at Denali National Park and Preserve:

You must show that you possess special knowledge of the cultural and/or natural resources of Denali National Park and Preserve and/or the surrounding area by virtue of having lived or worked in or near the area. Keeping in mind the Congressional intent of ANILCA, a person living in or near public lands in Southeast Alaska would not be considered eligible for a position in Interior Alaska, or vice-versa. However, a long-time resident in one area might be eligible for a job in another area by virtue of being a frequent visitor to both areas for subsistence gathering, etc. Occasional camping, hunting, or fishing trips to public lands does not suffice for meeting the intent of the law. The qualifying local hire area for Denali National Park and Preserve has generally been defined as the area ranging from Nenana to Talkeetna along the road corridor. It also includes other areas surrounding the Park boundary, such as Lake Minchumina.

You must show that you lived or worked in the Denali National Park and Preserve local hire area long enough to encompass the full range of typical climatic conditions (i.e., all seasons of the year). The phrase “lived or worked” is not time-defined in the law; however, the Congressional intent of ANILCA is to provide employment opportunities to local residents who possess special knowledge/expertise about the cultural and/or natural resources of Denali National Park and Preserve. Applicants must be or have been full-time local residents of the area. This might include someone who was once a resident, moved away, but is reestablishing his/her local residency. In all cases, applicants must have been a resident for a long enough period of time to have acquired the special natural and/or cultural resource knowledge required by the position. Strictly summer seasonal residency is not considered sufficient time to have obtained adequate special knowledge or expertise to qualify under the local hire authority. Generally, your application material should reflect that you lived or worked in the Denali National Park and Preserve local hire area each month of the year at some point in time.

You need to prepare a thorough explanation of how your unique circumstances meet the intent of ANILCA by responding to the Supplemental Questionnaire included in the local hire announcement package. If you fail to sufficiently document your local status, your application could be disqualified. Information such as personal knowledge of the candidate by the rater or previously submitted applications cannot be used in making a determination about your local hire status for the position for which you are currently applying. Therefore, please be thorough in providing answers as to what your special knowledge of the area’s cultural and/or natural resources is, how you came to possess your knowledge, and when (inclusive dates) you obtained your knowledge.

NOTE: Those candidates who have previously worked at Denali National Park and Preserve **must re-qualify** for local hire under the guidelines outlined above to be considered for a new position.